



## DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES

Policy No.: DOC 3.1.33	Subject: <b>RADIO TRANSMISSION/COMMUNICATIONS PROCEDURES</b>	
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Section 1: Security and Control	Revision Date:	
Signature: /s/ Bill Slaughter	Effective Date: March 12, 2001	

### I. POLICY:

It is the policy of the Department of Corrections to maintain radio and/or telephone systems for effective staff communications. These systems must operate within the requirements of the Federal Communications Commission.

### II. AUTHORITY:

2-15-112, MCA. Duties and Powers of Department Heads

53-1-203, MCA. Powers and Duties of Department of Corrections

### III. DEFINITIONS:

**Radio System** means a two way high band radio system, which may include base, mobile and hand held stations for transmitting and receiving.

**Secure Envelope** means anything inside of a physical barrier of a secure facility such as a security grade building wall or security fence in a correctional facility. The barrier defines the envelope of the secure facility. The construction must be such that an offender could not escape under reasonable conditions.

### IV. PROCEDURES:

#### A. Communications System Operations

1. All communication equipment will be tested at the beginning and end of each shift at the post or area from which the equipment will be used.

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2. A current list of “ten codes” will be posted in facilities at each post that uses the system for communicating on high band radio systems. "Plain talk" is also appropriate as a means of communication on radio systems.
3. Military time will be used in all radio communications.
4. Each facility shall establish a base station, which will be the primary location of radio communications for the facility.
5. Each facility shall identify who is responsible for the maintenance of the communication systems.
6. Batteries will be maintained in a charged state and rotated as necessary.
7. Profanity and CB jargon will not be used in radio communications.
8. The operator shall identify the base station call sign when transmitting.
9. Individual radio operators will use call signs as assigned by local facilities/programs.

**B. Equipment**

1. Radio Systems:
  - a) An adequate number of portable radios and recharging systems must be available in each facility.
  - b) Personal two-way radios are strictly prohibited.
  - c) Control centers shall have appropriate multiple channel capability in order to communicate with local external agencies.
  - d) Local policy will determine the protocols for the selection and use of all radio channels.

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- e) Vehicles used to transport offenders shall be equipped with an operable high band radio.  
(As noted below, cellular telephones may be used as an acceptable substitute for high band radios when local policy provides for this option).

2. Cellular Telephones:

- a) The use of personal or state issued cell phones within the secure envelope of a facility is prohibited unless otherwise approved by the Facility Administrator.
- b) On exception, state issued cell phones may be used as a backup form of communication in secure central control stations, if provided for in local policy.
- c) Facility vehicles used to transport offenders may be equipped with cell phones, when provided for in local policy.

3. Telephone Systems (Hard wired):

- a) Each facility shall have staff available to take calls from the public between the hours of 8:00 a.m. and 5:00 p.m. during weekdays.
- b) Automated attendants may be used to answer telephones, however the option to speak to a staff member shall be provided during weekdays.

**V. CLOSING:** Questions concerning this policy should be directed to the Facility Security Chief or designee.